

Nail Technician

Documentation Required for Licensure

- ☐ Application and fee (\$60). **All application fees are nonrefundable.** To apply, do one of the following:
 - 1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 - 2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Cosmetology Arts and Sciences:
<http://idph.iowa.gov/Portals/1/Files/Licensure/COS%20APP%20%287.2.13%29.pdf>.
- ☐ Education or Experience Requirement:
 - 1. Official transcript or diploma sent directly to the Board office from a board licensed cosmetology school verifying completion of 325 hours of education, OR
 - 2. Official transcript or diploma sent directly to the Board office from the educational program showing completion of a course of study that meets the requirements of Iowa Administrative Code 645--61.14(157), OR
 - 3. Official verification of licensure verifying the applicant has held an active license in another state for at least 12 of the last 24 months directly preceding submission of the application. License verification documentation must be sent directly to the Board office by any state where the applicant has been licensed, registered, or certified. The verification must include issue date, expiration date, and any pending/past disciplinary action. If the applicant has never been licensed in another state, ignore this item.
- ☐ Examination Requirement - Passing score of 75% or higher on the NIC nail technician exam.
 - Applicants that have been previously licensed in another state and graduated from a cosmetology school prior to January 1, 2000, must provide proof of passing the state written and practical examination required by the state where the applicant was originally licensed. Board staff will determine whether the previous exam meets Iowa requirements. If it does not, the applicant will be required to take the NIC exam before he/ she can be licensed in the state of Iowa.
 - Applicants that have been previously licensed in another state and graduated from a cosmetology school after January 1, 2000, must provide proof of passing a national theory examination. Board staff will determine whether the previous exam meets Iowa requirements. If it does not, the applicant will be required to take the NIC exam before he/ she can be licensed in the state of Iowa.